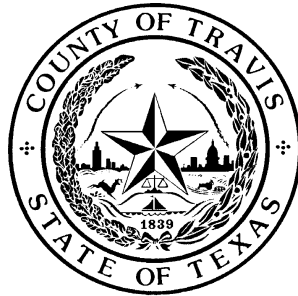


# **Travis County Adult Probation**



## **Probationer Handbook**

**Rodolfo Pérez, Jr., Director**  
**Daniel McCoy-Bae, Asst. Director**

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# Probation Office Locations & Contact Information

## Offices:

UNIT	ADDRESS	PHONE #	SERVICES
<b>North / Precinct 2</b>	10409 Burnet Rd. Austin, TX 78758	512-854-9775	- Field Supervision - Counseling
<b>South / Precinct 4</b>	4011 McKinney Falls Pkwy. Austin, TX 78744	512-854-1800	- Field Supervision - Programs - Counseling
<b>Mental Health Unit</b>	4920 IH 35 North, Suite 110 Austin, TX 78751	512-854-1800	- Specialized Supervision
<b>Executive Building:</b>			
<b>Intake</b>	411 W. 13th St., 8th Floor Austin, TX 78701	512-854-3623	- New Probationers
<b>Administration</b>	411 W. 13th St. Austin, TX 78701	512-854-4600	- Administration - Assessments - Orientation - Court Services
<b>SMART</b>	3404 S. FM 973 Del Valle, TX 78617		Residential Facility

## Mailing Address for all Locations:

Travis County Adult Probation  
P.O. Box 2245  
Austin, TX 78768

**Department Website:**  
**[www.co.travis.tx.us/adultprobation](http://www.co.travis.tx.us/adultprobation)**

## Web Pay:

[www.cssreporting.com](http://www.cssreporting.com)

To create your account, you must have an email address (see page 8). By registering for Web Pay, you can do the following:

- Make a payment online
- View fee balances
- View CSR information
- View Officer information

## Voice Response System:

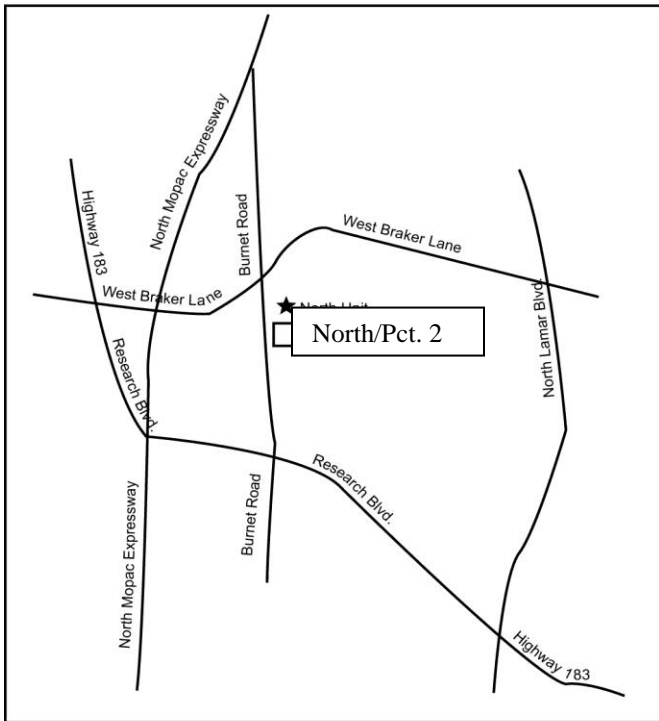
1-800-451-3887

Local, call 512-495-6563 By calling the Voice Response System, you can do the following:

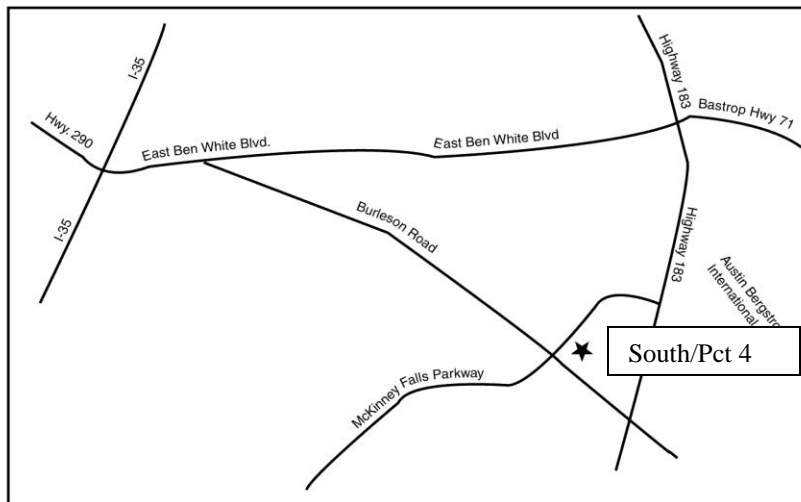
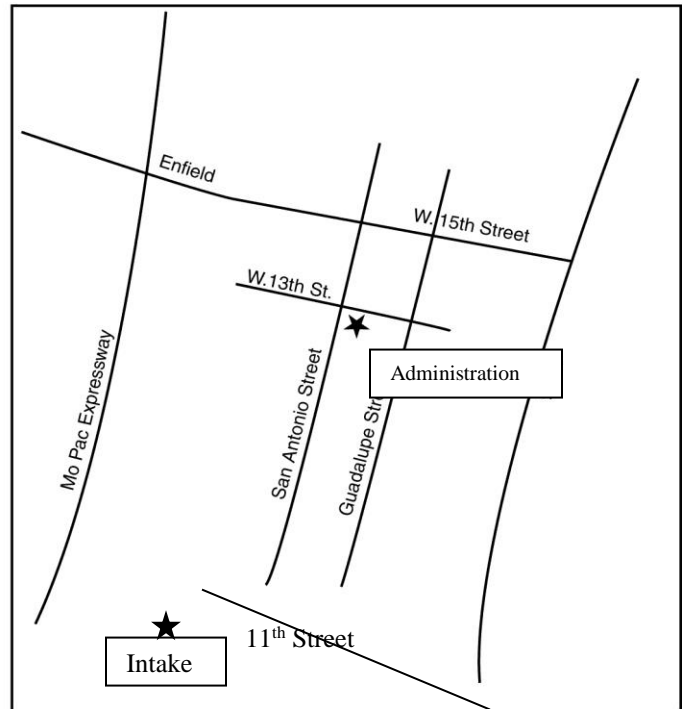
- Get the location and office hours for probation offices
- Obtain the Community Service Restitution (CSR) hours and balances
- Obtain your Fee Balances/make payments using credit card
- Verify your next appointment
- Access a Probation Officer directory

# MAPS of Probation Offices

**North Unit-Precinct 2**

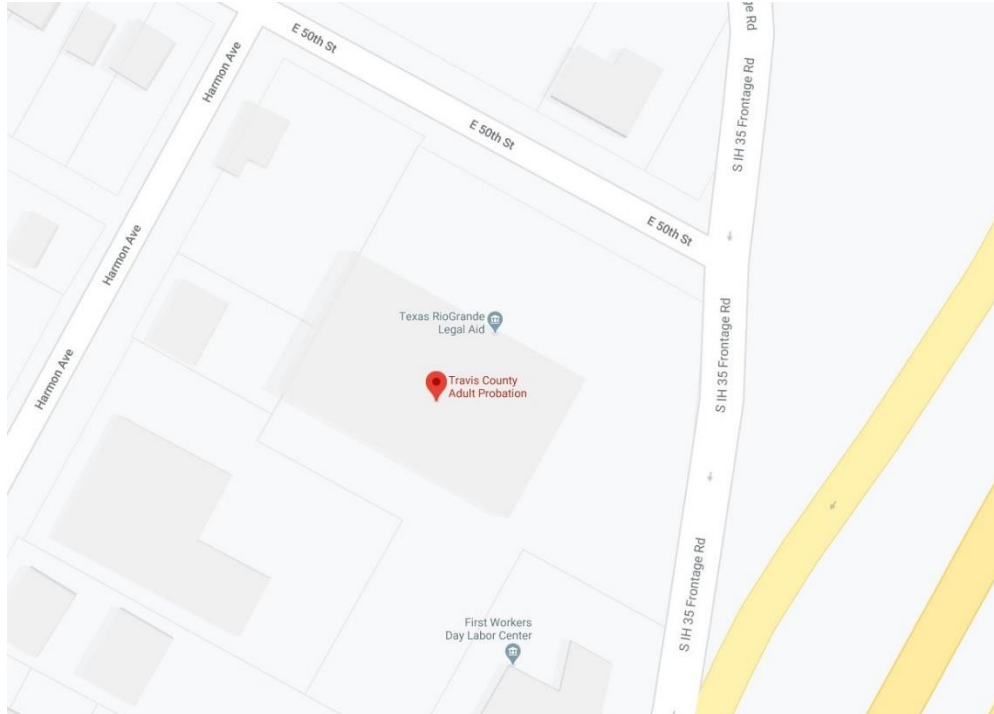


**Administration/Intake**

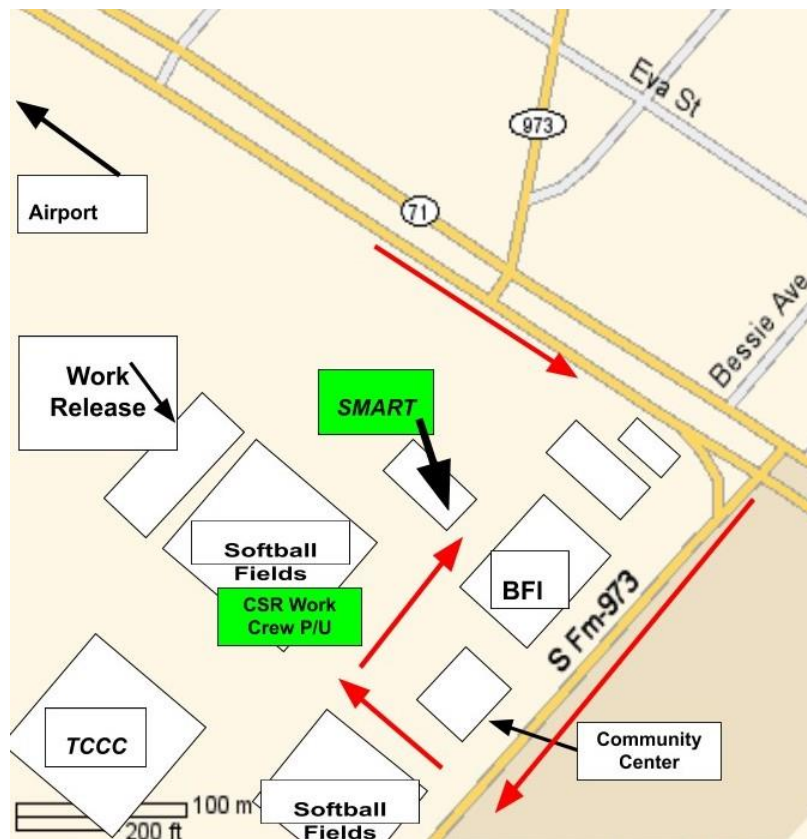


**South Unit- Precinct 4**

# Mental Health Unit



## SMART PROGRAM



# Security

For the safety of all visitors and probation department employees, the following security measures are in place at probation offices:

- All persons, hand carried items, and vehicles on the premises are subject to search.
- Metal detector screening is required at field offices.
- All persons must receive clearance before entering the office area.

## What items are allowed in the units?

What is Allowed	What IS NOT Allowed
Wallets	Purses, Briefcase, Backpacks
Paper work	Cell phones or any electronic devices
Other items required by officer	Wallets with chains
Prescriptions	Diaper bags
	Packages
	Weapons: Guns, Pocket Knives, any other item that can be used as a weapon.

- Secure all other items must be left in the vehicle. If you do not have a vehicle to secure the items in, there are lockers available in the waiting area to place them in. The department is not responsible for items placed in the lockers.

- All persons must refrain from disorderly conduct, abusive language, or disturbing the peace while present at the department's office.

- All persons must dress appropriately or they will be asked to leave the premises.

- **Effective April 7, 2013, Travis County clients, invitees, visitors, employees, or sub-contractors may not use tobacco products on any Travis County property, indoors or outdoors, including parking lots, vehicles (private and County owned or leased) and garages.**

## Parking and Visitors

- All units have available parking in the front of the building. If you're using public transportation there are bus stops at every unit.
- Avoid bringing visitors to your office visit.
- Probation is not a place for children. Our offices supervise both sex offenders and assaultive clients. Make arrangements for child care prior to your office visit. Please discuss this with your officer if you have any questions.

# Being on Probation

Probation in the State of Texas is an alternative to incarceration in a jail or prison provided you abide by the terms and conditions as set by the court and noted on your conditions of probation. Probation (Community Supervision) means you plead guilty, no contest, or were found guilty by a jury, for a criminal offense. The court found reason to show you are guilty as charged. If you are guilty of a criminal offense, you are sentenced to jail or prison as a punishment for the crime. However, after considering the evidence, the court is permitted by law to suspend the imposition and execution of a sentence to jail, prison and grant probation.

There are two types of probation; **regular** and **deferred**.

**Regular probation:** Is a conviction and will reflect on your Criminal History.

**Deferred adjudication:** Is a reflection of arrest on your criminal history but will not show a conviction only if deferred adjudication is successfully completed.

Probation is also an opportunity for you to make positive changes in your life. With it you can remain in the community, work, and be with your family and friends as long as you abide by your conditions. Your conditions require that you obey all laws, pay fees, submit to drug testing, report to a Probation Officer (PO), etc. They may also include programs or other requirements designed to help you address problems that are known to contribute to criminal behavior. Your PO will monitor your compliance to the conditions of your probation and take action which may include filing a violation report with the courts if you fail to do what is required. Your PO is also there to help you be successful on probation by referring you to resources, answering questions, and guiding you in meeting the terms of probation.

## How to be Successful on Probation

- Know your conditions of probation. They explain what is expected of you while on probation.
- Abide by your conditions of probation. If you follow the conditions, you will complete your probation successfully and it will help you make positive changes in your life.
- Talk to your PO.

*If you have any questions or need guidance in meeting your probation requirements open communication with your PO is important.*

# Fees and Payments

## What Kind Of Fees Am I Required To Pay?

- Fines
- Court Costs
- Probation Supervision Fees

### Depending on your case you might have to pay the following:

- Court Appointed Attorney
- Crimestopper Fess
- Assessment Fees
- Restitution

## Where Do I Pay My Fees?

**NOTE-If your case was originally filed as a Felony but pled down to a Misdemeanor, you will not make these payments to the Tax Office. These payments will be made to the Adult Probation Office.**

**Remember that your fees are court ordered, therefore they must be paid. Fees are a condition of probation. Failure to pay is a violation of your probation and could result in court action.**

Type of cases	Fees paid at the Travis county Tax office	Fees paid at the Adult Probation office
Misdemeanor Offense	<ul style="list-style-type: none"><li>• Fine</li><li>• Court Cost</li><li>• Court Appointed Attorney Fees</li><li>• Crimestopper</li></ul>	<ul style="list-style-type: none"><li>• Supervision Fees</li><li>• Restitution</li><li>• Assessment fees</li><li>• Other Probation Fees</li></ul>
Felony Offense	<ul style="list-style-type: none"><li>• <b>None</b></li></ul>	<ul style="list-style-type: none"><li>• Fine</li><li>• Court cost</li><li>• Court Appointed Attorney fees</li><li>• Crimestopper Fees</li><li>• Supervision Fees</li><li>• Restitution</li><li>• Assessment Fees</li></ul>
Probated outside of Travis county	<ul style="list-style-type: none"><li>• <b>None</b></li></ul>	<ul style="list-style-type: none"><li>• Drug Test</li></ul>

Tax Office: Contact the Tax Office at the Blackwell-Thurman Criminal Justice Center-Gault Annex 509 W. 11th St., Room 1.300A, Austin, TX 78701 or call them at (512)854-4476



# Payment Methods

## 1. IN PERSON:

You can make payments in person at the following locations:

- North and South Probation Offices from 7:30 am to 4:30 pm.
- Administrative office on 13th Street from 8:00 am to 5:00 pm.
- Mental Health/Specialized Unit on IH-35 from 8:00 am until 5:00 pm.
- The South Office and the Mental Health Unit also offer inside drop boxes during regular business hours.
- A payment drop box for after-hours is available outside of the North Office.

## 2. BY MAIL:

Payments can be mailed to the department's mailing address listed on Page 1.

- When mailing payments, print your name, address, date of birth, and cause number on the Cashier's Check or Money Order. Make sure it is readable! Your cause number can be found on your conditions of probation

## FOR IN PERSON / MAIL PAYMENTS:

- Payments can be made with a Cashier's Check, Money Order, or Credit Card (Visa, MasterCard, and Debit with the Visa and MasterCard logo). Personal checks are not accepted! Cash payments are accepted at the Administrative Office if you are paying in person. Do not mail cash at any time. Include the \$2.00 Transaction Fee with each payment you make.
- Make Cashier's Check or Money Order payable to "Travis Co. Adult Probation Department". Do not make it payable to your PO.
- Have your cause number available when making payments to ensure proper identification of your case.
- Call bookkeeping at 512-854-4600 for any payment-related questions, or ask your Probation Officer.

## 3. WEB PAY:

To pay through Web Pay, you must have an e-mail account. Your Probation Officer will provide you a letter with a Web Report ID number. Once you have the number, you can go to [www.cssreporting.com](http://www.cssreporting.com) and click on 'Not Registered Yet.' You will then set up a password and register for an online account.

By registering for Web Pay, you can do the following:

- Make a payment online
- View fee balances
- View CSR information
- View Officer information

When you make a payment, you must add \$2.00 to the amount that you are paying to cover the transaction fee. In addition, there will be a convenience fee of 2.75% or a minimum of \$1.00 added to each payment, which will be posted on your credit card statement in approximately three (3) days.

#### **4. Voice Response System:**

To utilize the Voice Response System for a credit card payment, call 1-800-451-3887 or 512-495-6563 (local).

By calling the Voice Response System, you can do the following:

- Get the location and office hours for probation offices
- Obtain the Community Service Restitution (CSR) hours and balances
- Obtain your Fee Balances/make payments using credit card
- Verify your next appointment
- Access a Probation Officer directory

Keep in mind that it takes three (3) to five (5) days for payments to be processed through the bank before it is reflected on our Department's records.

Bookkeeping staff can verify payments if needed for court.

### **Obtaining Employment and Change of Employment**

Your PO will be able to refer you to resources to help you find employment. Ask your Probation Officer for employment resources that may help you.

Also notify your PO immediately if your employment status changes.

### **Traveling and Relocation**

You can only leave Travis County if approved by your PO or the court. Discuss any travel needs with your PO to obtain permission to travel.

#### ***Within Travis County:***

All probationers must receive permission from their PO before moving within Travis County. If you have to move in an emergency you must notify your PO the next working day.

#### ***Outside of Travis County:***

All probationers must get permission from their PO before moving to another city in Texas outside of Travis County. Permission must also be granted by your PO before moving to another state. You must also understand that you have to be approved by the jurisdiction you are moving to before you will be allowed to move to that location. Due to these requirements, be aware that transferring your probation to another jurisdiction can be a time-consuming process.

### **Drug Testing / Medication**

#### **Drug Test:**

You will be required to submit to drug testing. It is a condition of your probation ordered by the courts. Your PO will advise you on how often you must be tested. The probation department may use urine testing, breathalyzers, and/or other forms of approved drug testing methods such as the SCRAM Bracelet to test for drug/alcohol use. You will be monitored when submitting urine samples for testing.

**Medication:**

Each time you report to see your Probation Officer, you must provide an updated list of any and all medications you are currently taking. This includes those prescribed by a physician as well as those purchased over the counter.

If requested by your Probation Officer, you are to bring in the actual medication pills/tablets/capsules, etc. when you report. They must be in the original bottles and/or packaging.

**Monitoring Devices****Electronic Monitoring (ELM/GPS):**

Electronic Monitoring is an ankle bracelet that detects your whereabouts. If ordered by the court, you are required to wear it for the length of time required by the judge. While on ELM, you will only be allowed to leave your home as approved by your PO and/or the court. Your PO will assist you in having the bracelet installed by an ELM company.

**Global positioning system:**

**GPS** monitoring requires a participant to wear an ankle bracelet and allows probation officers to track the person's location. ... Among other things, the **GPS** technology also identifies a person's speed of travel and when a person stops at a location for a length of time.

**Alcohol Monitoring Devices**

Your PO or Intake Specialist will give you a referral to companies that are approved to install the alcohol monitoring device you have been ordered to obtain.

**Ignition Interlock Device:**

Ignition Interlock is a piece of equipment that is installed in your vehicle when ordered by the court. It is used to verify you are not using alcohol and driving.

**Portable Alcohol Monitor:**

Pam is a portable breathalyzer you carry to test for alcohol consumption multiple times a day.

**Secure Continuous Remote Alcohol Monitoring:**

SCRAM is an ankle monitor that test for alcohol consumption 24 hours a day.

**Classes and Court Order Requirements****Alcohol or Drug Problem and Have Been Ordered to Complete Treatment**

You will be required to submit to an assessment before being referred to a treatment program. The assessment will determine if treatment is needed and what level of treatment is appropriate. Funds may be available to pay for treatment if you do not have the means to pay for it, however, you will be assessed a co-payment. Your PO will assist you in completing the assessment and referral to the treatment program, and can tell you about the fees.

## **DWI or Drug Education Class**

Intake staff or your PO will provide you with a list of programs that offer the class. You will be required to pay the entire cost of these classes. These classes must be completed within a specified amount of time as indicated on your conditions of probation in order for your Driver's License to be reinstated. It is your responsibility to contact Texas DPS regarding the status of your Driver's License. See the *Driver's License and TX ID Information sheet* offered to you at Orientation and ask your PO for more information. You can also visit the Texas DPS website at <https://www.txdps.state.tx.us/DriverLicense/>

## **Other classes or requirement order by the court**

You may be required to complete other classes such as anger management, family violence, theft classes, sex offender therapy, etc. Your PO will refer you to these programs.

## **Community Service Restitution (CSR) Hours**

The department has a list of agencies approved for CSR work. The agencies are either a government, or non-profit agency. These agencies have entered into an agreement with the department in providing a worksite for CSR. **Therefore, you cannot receive credit for work at an agency that is not on the department's approved list.** The department also has a CSR Day Work Crew run by the department where you can complete your hours. Orientation staff or your PO will refer you to the Day Work Crew or one of the department approved agencies.

### **Department Approved Agencies for CSR:**

These agencies will require various duties such as clerical work, janitorial work, computer data entry, customer service, kitchen help, warehouse loading and unloading, animal maintenance, yard work, office organization, carpentry, etc. It is very important that you do not report to an agency to begin your CSR work until you are referred to an agency by your PO.

### **Department's Day Work Crew:**

The Day Work Crews run 7 days per week. You are transported in a vehicle from a designated gathering spot to various locations in the county. You are supervised by Probation Department staff or their designees. The work crew assignments consist mostly of manual labor jobs. The majority of the work is done outside and consists of landscaping/yard work, painting, moving furniture,

picking up trash and recycling. You must wait until you are referred by the department to begin completing CSR hours with the Day Work Crew.

## **Ways to Reduce Term of Condition**

If you are a defendant who, is granted community supervision, including deferred adjudication community supervision, for an offense punishable as a state jail felony or a felony of the third degree, other than an:

- (A) Intoxication offense;
- (B) Offense involving family violence;
- (C) Offense that is a reportable sex offense; or
- (D) The offense of kidnapping or arson;

You have paid all required fees (Fine, Court Costs, Attorney Fees and Restitution) in full;

**YOU ARE ENTITLED** to time credits toward the completion of your term of community supervision for earning the following certificates, diplomas, or degrees:

- (A) A high school diploma or high school equivalency certificate: 90 days; and
- (B) An associate's degree: 120 days.

**YOU ARE FURTHER ENTITLED** to time credits toward the completion of your term of community supervision for the full payment of court costs, fines, attorney's fees, and restitution as follows:

- (1) Court costs: 15 days;
- (2) Fines: 30 days;
- (3) Attorney's fees: 30 days; and
- (4) Restitution: 60 days.

**IN ADDITION YOU ARE ENTITLED** to time credits toward the completion of your term of community supervision for the successful completion of treatment or rehabilitation programs as follows:

- (1) alcohol or substance abuse counseling or treatment: 90 days;
- (2) vocational, technical, or career education or training program: 60 days;
- (3) parenting class or parental responsibility program: 30 days;
- (4) anger management program: 30 days; and
- (5) Life skills training program: 30 days.

**Remember, credit can be forfeit if the court finds that you have violated any of the conditions of your community supervision!**

**Please discuss this matter with your Probation Officer if you have any questions**

# Civil Rights

Being placed on community supervision or pretrial diversion affects your civil rights. Therefore the Travis County Adult Probation Department feels that the following information should be brought to the attention of all defendants under departmental supervision.

## **THE RIGHT TO VOTE**

1. Misdemeanor Supervision - A person on misdemeanor supervision is not affected and may vote.
2. Deferred Felony Supervision - A person on this type of supervision is not affected and may vote.
3. Regular or Shock Felony Supervision - A person on either of these may not vote until s/he is discharged from a sentence, including any term of incarceration, parole supervision or a period community supervision ordered by any court. Once a person has completed the term of community supervision, s/he can immediately register and be eligible to vote in an election.

If a person is not a US citizen, they do not have the right to vote.

For complete information on voting rights, contact an attorney, the United States Department of Justice/Civil Rights Division/Voting Section, your state or local election officials or the Texas Secretary of State Office/Election Division for information.

## **THE RIGHT TO HOLD PUBLIC OFFICE**

1. Misdemeanor Supervision - A person on misdemeanor supervision may hold public office.
2. Deferred Felony Supervision - A person on this type of supervision may hold public office.
3. Regular or Shock Felony Supervision - A person on either one of these types of supervision may not hold public office until discharged with rights restored. If rights are not restored, the defendant may not hold public office.

**Exception:** A person who is on Felony D.W.I., Involuntary Manslaughter, or Intoxication Manslaughter supervision, who was placed on regular supervision for a state jail felony offense before September 1, 2007, who is on regular community supervision for a sexual offense listed in Chapter 62 of the Code of Criminal Procedure or who is placed on regular community supervision for a 3g offense on or after September 1, 2007 may not hold public office, even after discharge from community supervision.

Note: This exception no longer applies to a person placed on regular community supervision for a state jail felony offense on or after September 1, 2007 who has

had his/her rights restored upon discharge from community supervision. If rights are not restored, the defendant may not hold public office.

If a person is not a US citizen, they do not have the right to hold public office.

Contact an attorney for complete information.

### **RIGHT TO SERVE ON A JURY**

1. Misdemeanor Supervision - A person on misdemeanor supervision may serve on a jury.

**Exceptions:** For a criminal trial, a person who is on supervision for misdemeanor theft (including a deferred adjudication) cannot serve until discharged with rights restored. If rights are not restored, the defendant may not serve on a jury.

For a civil trial, a person who is on deferred adjudication for a misdemeanor theft cannot serve. Moreover, a person who has a conviction for misdemeanor theft cannot serve on a jury unless the person has had his/her rights restored upon discharge from community supervision. If rights are not restored, the defendant may not serve on a jury.

2. Felony Supervision - A person on any type of felony supervision (including deferred adjudication community supervision) may not serve on either a criminal or civil jury until s/he is discharged and the court sets aside the accusation and dismisses the charges against the offender.

**Exception:** A person who is on Felony D.W.I., Involuntary Manslaughter, or Intoxication Manslaughter supervision, who was placed on regular supervision for a state jail felony offense before September 1, 2007, who is on regular community supervision for a sexual offense listed in Chapter 62 of the Code of Criminal Procedure or who is placed on regular community supervision for a 3g offense on or after September 1, 2007 may never serve on a jury.

Note: This exception no longer applies to a person placed on regular community supervision for a state jail felony offense on or after September 1, 2007 who has had his/her rights restored upon discharge from community supervision. If rights are not restored, the defendant may not serve on a jury.

If a person is not a US citizen, they do not have the right to serve on a jury.

Contact an attorney for complete information.

### **RIGHT TO KEEP AND BEAR ARMS**

1. Misdemeanor Supervision - A person on misdemeanor supervision is not affected, except that persons placed on regular community supervision for a domestic violence offense may not possess a firearm.

For one who has been convicted of a misdemeanor crime of domestic violence, the prohibition on the possession of firearms and ammunition does not apply if that individual has received a pardon for the crime, the conviction has been expunged or set aside, or the person has had his/her civil rights

restored and the person is not otherwise prohibited from possessing a firearm or ammunition.

2. **Deferred Felony Supervision** - A person on this type of supervision may possess a firearm and ammunition that s/he acquired prior to indictment and can go hunting, but s/he cannot acquire additional firearms or ammunitions nor carry them across state lines. Even if the person is discharged from community supervision, s/he may still be barred from acquiring a firearm after indictment, depending on the position taken by each local office of the Federal Bureau of Alcohol, Tobacco, and Firearms.
3. **Regular or Shock Felony Supervision** - A person on either of these types of supervision may not possess, ship, transport, or receive a firearm or ammunition. Even if an offender is discharged from community supervision and the court sets aside the verdict and dismisses the accusation against the individual, s/ he may still be barred from possessing a firearm, depending on the position taken by each local office of the Federal Bureau of Alcohol, Firearms, and Tobacco.

In such a situation, it would be necessary to obtain a release from the Bureau of Alcohol, Tobacco, and Firearms of the Department of the Treasury. To request information on a release, you may write to the Assistant Director, Criminal Enforcement Division, Bureau of Alcohol, Tobacco, and Firearms, P. O. Box 784, Ben Franklin Station, Washington, D.C. 20044.

Even if a defendant obtains a release from the Federal Bureau of Alcohol, Tobacco, and Firearms, State law still prohibits a felon from possessing a firearm before the fifth anniversary of the individual's release from community supervision, and even thereafter, the felon can only possess a firearm on the premises at which s/he lives. This provision will apply to a felon discharged from community supervision whose conviction was not set aside by the court in accordance with Article 42.12, Section 20, Code of Criminal Procedure. See Cuellar v. State, 70 S. W. 3d 815 (Tex. Cr. App. – 2002).

**Exceptions:** A person who is on Felony D.W.I., Involuntary Manslaughter, or Intoxication Manslaughter supervision, who was placed on regular community supervision for a state jail felony offense before September 1, 2007, who is on regular community supervision for a sexual offense listed in Chapter 62 of the Code of Criminal Procedure or who is placed on regular community supervision for a 3g offense on or after September 1, 2007 may not possess, ship, transport or receive a firearm or ammunition unless a full pardon is obtained from the Governor or a release is obtained from the Bureau of Alcohol, Tobacco, and Firearms.

If a person is in the US illegally, they do not have the right to keep and bear arms.

Contact the Federal Bureau of Alcohol, Tobacco and Firearms, Austin office, at (512) 349-4545 for further information.



## **Frequent asked question**

### **How do I obtain a Texas Driver's License or Identification Card?**

Contact your nearest Texas Department of Public Safety Office or visit their website: <http://dps.texas.gov/DriverLicense/> for information.

### **What Must I Do If Ordered to Complete DNA Testing?**

If your case requires DNA collection you will be notified. By state law, DNA collection utilizing a saliva swab is required for those offenders who have been convicted of a felony. DNA collection is also required for certain misdemeanor convictions and sex offender cases if ordered by the Court.

### **What If I Need Help with My Education, Would Like to Get a GED or A GED Is Ordered by The Courts?**

There are a number of educational programs in the Austin area. If you have trouble reading and writing, your PO can refer you to a basic adult literacy class. If you would like to learn how to speak English better, your PO can refer you to an English as a Second Language class. If you do not have a high school diploma or GED, your PO can also refer for GED preparation classes and testing. Ask your PO about these resources.

### **What If I Need Other Resources?**

In addition to making Court ordered referrals, I understand that my Probation Officer can provide me information regarding a variety of programs that may meet my needs. The Probation Department does not necessarily endorse these programs or services. If I need a referral, I should ask my Probation Officer for assistance.

### **Can I Get Off Probation Early?**

The law does not permit Early Discharge for some offenses. Early Discharges can only be granted by the court. You may hire an attorney to petition the courts to consider you for Early Discharge or your PO may initiate the process if you meet certain criteria. The minimum criteria that must be met in order for you to be considered for an Early Discharge is that you have served a specific amount of time, completed all of your conditions of probation, paid your fees, have not been arrested, demonstrated a history of compliance with your conditions of probation, and not be considered as a risk to the community in committing future crimes. Ask your PO for further information.

## GENERAL CONDITIONS OF COMMUNITY SUPERVISION

- (1) Commit no offense against the laws of this or any State or of the United States.
- (2) Avoid injurious or vicious habits.
- (3) Avoid the use of all narcotics, habit forming drugs, alcoholic beverages, and controlled substances.
- (4) Avoid persons or places of disreputable or harmful character.
- (5) Report to the supervision officer as directed by the judge or the supervision officer and obey all orders of the Court and the rules and regulations of the Community Supervision and Corrections Department.
- (6) Refrain from disorderly conduct, abusive language, or disturbing the peace while present at the office of the Department.
- (7) Permit the Supervision Officer to visit you at your home or elsewhere.
- (8) Work faithfully at suitable employment as far as possible.
- (9) Do not change residence without permission and report changes of employment to Supervision Officer as directed.
- (10) Remain within \_\_\_\_\_(Travis County [or another county] or State of Texas) unless given permission to depart by the Supervision Officer.
- (11) While on community supervision, you must have on your person at all times a current, valid Texas Department of Public Safety photo identification card or a valid Texas Department of Public Safety photo driver's license. You must obtain this photo identification within thirty (30) days of the date of your community supervision.
- (12) Support your dependents.
- (13) Submit a urine or breath specimen at the direction of the Supervision Officer and pay all costs if required.
- (14) All special conditions and court-ordered fees must be paid in full and completed 60 days prior to discharge. If your case is transferred to another state, supervision fees are to be waived beginning on the date of acceptance of the receiving state or return of supervision to Texas.
- (15) Do not operate a motor vehicle without a valid Texas Driver's License and proof of automobile liability insurance.

### NOTES

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## INITIAL APPOINTMENT WITH YOUR PROBATION OFFICER

### THINGS TO BRING

\_\_\_\_\_ This **YELLOW FOLDER**. Keep your Handbook and handouts in it that you receive in Orientation. Use it to keep all of your probation paperwork organized and handy. Ask your PO for a replacement folder as needed.

\_\_\_\_\_ Your copy of your **CONDITIONS OF PROBATION**.

\_\_\_\_\_ **CERTIFICATES OF COMPLETION** for any classes or treatment you completed while on bond.

\_\_\_\_\_ Your **VALID DRIVER'S LICENSE** or **DPS's TEXAS ID CARD**.

\_\_\_\_\_ Proof of **EMPLOYMENT**. A copy of your pay stub. You may bring a letter from your employer, on employer letterhead, stating that you are employed with them if you do not receive a pay stub.

\_\_\_\_\_ Proof of **RESIDENCE**. A current Lease Agreement or a utility bill, in your name, listing your address. If you live with someone else, bring a letter from that person stating you live with them and a copy of that person's utility bill.

\_\_\_\_\_ **YOUR FIRST PAYMENT** in the amount of \$62.00 for your monthly supervision fee (\$60 supervision fee and \$2 transaction fee) if your case was probated in Travis County.

\_\_\_\_\_ **An updated list from a pharmacy or doctor of any and all medications you are taking.**

\_\_\_\_\_ Proof of **CAR INSURANCE** if you operate a vehicle.

#### ***Additional info that may be required depending on your case:***

\_\_\_\_\_ Proof of **IGNITION INTERLOCK INSTALLATION** if ordered by the court.

\_\_\_\_\_ Bring the **FINANCIAL STUDY FORM** and copies of your **MONTHLY BILLS AND INCOME INFORMATION** if the Judge ordered a financial study.